



LISC AmeriCorps Service Description
Full-Time Member Position
October 1, 2014 – July 31, 2015

Local Initiatives Support Corporation and **Kalamazoo Literacy Council** are seeking a full-time (1700 hours within ten months) AmeriCorps member to serve as **Adult Learning Services Navigator**.

The Kalamazoo Literacy Council (KLC) is a 501 (c) (3) non-profit organization committed to enhancing the lives of adults by improving their reading, writing, spelling and comprehension skills. The KLC was founded in 1974 and is the only organization in Kalamazoo County with the exclusive purpose of providing free basic literacy instruction to adults. For nearly 40 years the organization has been the leading voice for the cause of adult literacy, mobilizing and training volunteer tutors to teach struggling adult readers throughout the county.

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

The member selected to serve in this capacity will be responsible for:

- Recruiting potential volunteers to assist with adult literacy efforts at the neighborhood level;
- Assist in building community resources for adult literacy in local neighborhoods;
- Referring adult learners to existing adult education services including adult literacy, adult basic education, English as a Second Language among others;
- Utilizing existing services to provide supports that remove barriers to learning for adult learners;
- Providing outreach to community organizations, neighborhood groups, to provide information about adult literacy and adult education services;
- Updating community resources for adult learning and learner supports; and,
- Tracking progress and outcomes for community outreach efforts.

Members will also be expected to fully participate as part of the LISC AmeriCorps team. LISC sponsored activities including:

- Attend a national leadership conference tentatively scheduled for March 2015. This conference is coordinated by the national LISC AmeriCorps staff;
- Attend all locally sponsored monthly meetings;
- Participate in a minimum of six nationally sponsored webinars;
- Engage in every-other-month affinity groups to discuss topics related to the member's service; and,
- Actively participating in two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week).

This is an AmeriCorps position. LISC and **Kalamazoo Literacy Council** will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

Desired Skills

- Ability to identify and navigate community resources and networks to assist learners
- Desire and ability to network at a neighborhood level
- Ability to prepare and present information to residents in local neighborhoods
- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

Program Eligibility Requirements

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no age limit)
- Have status as a US citizen or possess permanent resident status
- Be eligible to earn an education award and not be barred from performing a term of service
- Be available to serve for a full 10 month period of time and within that time period complete a minimum of 1700 hours of service
- Be available for service from October 1, 2014 through July 31, 2015

Program Benefits

Upon successful completion of the term of service, the member will be eligible for a \$5,645 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$15,000. The stipend is paid in 20 equal checks twice a month. Direct deposit is available and highly encouraged. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements. This benefit is administered by a contracted provider via the Corporation for National and Community Service.

Resumes should be sent to:

Kalamazoo Literacy Council
Atten: Michael D. Evans
420 East Alcott Street, Suite 400
Kalamazoo MI, 49001
mevans@goodwillswmi.org

*LISC & Kalamazoo Literacy Council promote equal opportunity in selecting AmeriCorps members.
We are committed to diversity and inclusion in the selection process.*